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TO: County Testing Out Contacts

FROM: Jeovanna M. Lacaria, Director of Curriculum & Instruction, RESA 7

DATE: March 16, 2015

SUBJECT: Regional Testing Out Program

Preparations are in progress for the RESA 7 Testing Out Program. **The tests will be administered the week of July 20–July 24<sup>th</sup> at Morgantown High School, excluding the Physical Science Exam. This exam will be given on Monday, July 27, 2015 due to proctor availability.** Additional dates when specific exams are given will not be available until late June, after student names and test subjects have been received from all county offices. Students will then be notified of the date and time they are to report to take their assigned exam.

Participating counties must send RESA 7 **one mailing no later than Friday, the second week of May** that includes a copy of the **completed** Testing Out Program Application Form for each student approved to take a test. Please make sure to include the required testing fee for each submitted application. **Late registrations will not be accepted. (Please note that students are responsible for contacting RESA 7 in writing by June 30 if they decide to cancel a scheduled test.)** Below is the section of important information taken from the registration form.

#### REGISTRATION

A. Form – **Students wanting to participate in the testing out program must submit a valid RESA 7 registration form to their county board of education office by Friday, the third week of April. The completed application packet should be forwarded to RESA 7 no later than Friday, the second week of May.** (A waiver may be granted due to special circumstances upon recommendation of the county superintendent.)

B. Cancellation – if a student decides to cancel a test after registration, fees incurred will be reimbursed if the student notifies the county board of education office and the RESA 7 office in writing by June 30, 2015.

C. Tests – Each student may register to take no more than five exams within the designated testing out window.

Students may apply to test out of the following subject areas (**pending availability of proctors / scorers**):

U.S. History to 1900  
20<sup>th</sup> Century America  
Math I  
Math II  
Trigonometry  
French I  
Spanish I  
Physical Science  
Health  
English 10  
English 12

World History to 1900  
Civics  
Algebra II (**\*pending county approval**)  
Geometry (**\*pending county approval**)  
Pre-Calculus  
French II  
Spanish II  
Biology  
English 9  
English 11

I have included the RESA 7 Application Form and updated Uniform County Testing Out Policy with this mailing for your convenience.